

TOWN OF DAYTON

33 Clarks Mills Road, Dayton, ME 04005

Phone 207-499-7526 Fax 207-499-2946

www.dayton-me.gov

Employment Application Form			<i>WE ARE AN EQUAL OPPORTUNITY EMPLOYER</i>				
Last Name				First Name		Middle Name	
Address							
City		State	Zip Code		Telephone No.		Email address:
Are you a citizen of the United States or otherwise authorized to work in the United States? <i>Proof of citizenship or immigration status will be required upon employment.</i>							
Position applied for:				Date of application:			
Referred by:		Date available to work:		<hr/>			
Have you previously applied for a position with the Town of Dayton: Yes No				What position?			
Educational Record							
Give names & addresses of schools		Major	Degree or Certificate			Graduate Yes/No	
High School							
College							
Graduate of Other Schools							
Continuing Education							
Employment Record							
<i>Give names & addresses of employers beginning with your present or most recent employer. Include any military service assignments. Also include job related volunteer activities. (You may exclude organizations which would reveal race, color, religion, gender, national origin, age, ancestry, disability or other protected stats.)</i>							
(1) Employer's Name:							
Address:							
Dates of Employment: Start Date (MM/YY)				End Date (MM/YY)			
Supervisor's Name:				Supervisor's phone number:			

		Supervisor's email:
Title & specific duties/responsibilities (Indicate "See Resume" if applicable):		
Reason for leaving:		
(2) Employer's Name:		
Address:		
Dates of Employment: Start Date (MM/YY)		End Date (MM/YY)
Supervisor's Name:		Supervisor's phone number:
		Supervisor's email:
Title & specific duties/responsibilities (Indicate "See Resume" if applicable):		
Reason for leaving:		
(2) Employer's Name:		
Address:		
Dates of Employment: Start Date (MM/YY)		End Date (MM/YY)
Supervisor's Name:		Supervisor's phone number:
		Email:
Title & specific duties/responsibilities (Indicate "See Resume" if applicable):		
Reason for leaving:		
Professional Associations		
<i>List any memberships in professional organizations. (You may exclude organizations which would reveal race, color, religion, gender, national origin, age, ancestry, disability, or other protected stats.)</i>		
Computer Experience		
What software can you use?		
Word Processing:		
Spreadsheet:		
Database:		
Municipal Software:		
Other:		

Personal Information

*Have you ever been convicted of a crime, other than a minor traffic violation? If yes, please explain. Yes No
An affirmative response will not automatically disqualify you from being considered as a candidate for employment.*

Additional Information *Please use this space to provide any additional information which you believe could qualify you for employment with the Town of Dayton.*

Personal References: Please list 3 references with Name, telephone number and email address

1.

2.

3.

Professional References: Please list 3 references with Name, telephone number and email address

1.

2.

3.

I hereby affirm that the information provided on this application (and accompanying resume) is true and complete to the best of my knowledge. I also agree that any false or misleading information given in my application or interview, or any omission of requested information, may disqualify me for further consideration for employment and may be considered justification for dismissal if discovered at a later date.

I understand the filing of an application does not guarantee employment. I will be expected to meet the established employment standards which will include satisfactory references, the ability to perform the position requirement, and the satisfactory performance thereof.

I understand and acknowledge that my employment relationship with this organization is an "at will" nature which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Board of Selectmen of the Town of Dayton.

I authorize the Town of Dayton to conduct a thorough investigation of my past/current employment and/or education listed above. _____

I release from all liability or responsibility the Town of Dayton or its agents for requesting, and all persons, companies, and corporation for supplying such information. *If an offer of employment is made and accepted, a background check will be made.*

I hereby acknowledge that I have read, understand and accept the above conditions.

Signature _____ Date _____

The Town of Dayton considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital status, veteran status, sexual orientation, or any other legally protected status.